

# Payment Activity Report (PAR)

## Do Not Pay (DNP) Quick Reference Card

### Getting Started

#### What is the Payment Activity Report (PAR)?

The PAR is a report that summarizes Payment Automation Manager (PAM) payment data which has been vetted against Social Security Administration (SSA) Death Master File (DMF) and the System for Awards Management (SAM) Exclusion Records —Restricted during Payment Integration (or at the time of payment). The PAR also summarizes the adjudication status of matched payments by Agency Location Code (ALC).


#### Who can access the PAR?

The following roles within the Level 1 Access Group are authorized to view the PAR: Primary Local Security Administrators, Local Security Administrators, and Portal Users.

#### Do all agencies have access to this report?

No, only agencies with DNP access; and, only those agencies that submit PAM payments will have data populated in their reports.

#### How do I access the PAR?

Select the Report icon (  ) from the navigation pane on the left side of the screen. In the Agency Reports title bar, click on the (+) to expand the list of available reports. Select the "Payment Activity Report" hyperlink.

#### How often does the PAR update?

The PAR refreshes each month.

#### Can I print the PAR?

Yes, a PDF version of the report is available to save and print. The PDF version displays the report counts in three sections: 1) Stopped Payments and Payments with Matches; 2) Improper Payments and Proper Payments; and 3) Non-Adjudicated Payments, Unmatched Payments, DMF Matches and SAM Matches. Each section will display in groups of ten or fewer records. Subtotals will be displayed after each section.

#### How do agencies use the PAR?

Agencies use information provided in the PAR to satisfy financial reporting requirements mandated by OMB Circular No. A-136 Section II.

#### When can I see results for the entire Fiscal Year?

You can see FY results after the Adjudication Summary Report for September payments is submitted, either by the agency during the month of October, or automatically by DNP at the end of the adjudication deadline (October 31).

### PAR Data Fields

Column Name	Description
ALC	Agency Location Code
Total Payments (#)/(\$)	Payments <i>paid</i> during the report timeframe
Stopped Payments (#)/(\$)	Payments <i>stopped</i> during the report timeframe
Payments with Matches (#)/(\$)*	Payments that resulted in a match against at least one data source
Improper Payments (#)/(\$)	Payments that resulted in matches that have been adjudicated as "Improper" based on agency investigation and business requirements (e.g., <i>wrong recipient, incorrect funds, improper usage of funds</i> )
Proper Payments (#)/(\$)	Payments that resulted in matches that have been adjudicated as "Proper" based on agency investigation and business requirements (e.g., <i>correct recipient, business need</i> )
Non Adjudicated Payments (#)/(\$)	Payments that resulted in matches that have not been adjudicated and remain in the "Not Adjudicated" state for future agency investigation
Unmatched Payments (#)/(\$)	Payments that were paid but <i>do not</i> result in a match against a data source due to null or incorrect formatting of payment values
DMF Matches (#)*	The total number of matches to SSA DMF data source
SAM Exclusion (#)*	The total number of matches to SAM Exclusion Records—Restricted data source

(#) Total Count (\$) Total Dollar Value  
All fields exclude Invalid or Removed payments  
\*The total number of matches and matched payments may differ due to the possibility of a single payment resulting in multiple matches.

Report Name: PAYMENT ACTIVITY REPORT

Agency: DEPARTMENT NAME

Month(s): MAY 2016 - JUNE 2016

### Sample PAR

ALC	Total Payments (#)	Total Payments (\$)	Stopped Payments (#)	Stopped Payments (\$)	Payments with Matches (#)	Payments with Matches (\$)	Improper Payments (#)	Improper Payments (\$)	Proper Payments (#)	Proper Payments (\$)	Non Adjudicated Payments (#)	Non Adjudicated Payments (\$)	Unmatched Payments (#)	Unmatched Payments (\$)	DMF Matches (#)	SAM Exclusion (#)
XXXXXXXX	100	\$ 1,200,000.00	0	\$ 0.00	0	\$ 0.00	0	\$ 0.00	0	\$ 0.00	0	\$ 0.00	50	\$ 800,000.00	0	0
XXXXXXXX	50	\$ 300,000.00	5	\$ 1,000.00	20	\$ 40,000.00	2	\$ 500.00	40	\$ 34,500.00	8	\$ 1,000.00	0	\$ 0.00	15	5
<b>Total</b>	<b>150</b>	<b>\$ 1,500,000.00</b>	<b>5</b>	<b>\$ 1,000.00</b>	<b>20</b>	<b>\$ 40,000.00</b>	<b>2</b>	<b>\$ 500.00</b>	<b>40</b>	<b>\$ 34,500.00</b>	<b>8</b>	<b>\$ 1,000.00</b>	<b>50</b>	<b>\$ 800,000.00</b>	<b>15</b>	<b>5</b>